

Theta Phi Alpha Fraternity Job Description

Position Title: Staff Associate
Reporting to: Executive Director
Position Status: Full/Part time (flexible)
Position Location: Bay Village, Ohio

Position Summary:

The Staff Associate position will maintain the administrative duties of the office. The position is critical in ensuring that operations run efficiently and assisting other staff members to adequately fulfill their roles

Qualifications

- High School Diploma or GED
- At least one to two years relevant working experience
- Experience with Microsoft office suite
- Must have the ability to manage multiple projects and think critically
- Attention to detail and ability to problem solve
- Commitment to uphold the standards and mission of Theta Phi Alpha

Responsibilities

- General administrative support, to include, but not limited to:
 - Answering the phone and directing callers to the appropriate staff member
 - Filing, copying, and scanning of documents
 - Preparing and mailing letters and packages
 - Mail merge as requested
- Track and order all badges requested from chapters
 - Manage the badge return process through the fraternity suspension process
- Maintenance of our National roster
 - Updating as needed when appointments and resignations occur
 - Update the roster and the database when there are changes in contact information
- Inventory and order office supplies as needed
- Maintenance of fraternity listservs
- Manage the documentation for the fraternity suspension process
- Manage the dissemination of information from chapter and alumnae association reports
- Support the Theta Phi Alpha Foundation and Board of Trustees as directed by the Executive Director
- Other Duties as assigned by the Executive Director

To apply: Please email a résumé and cover letter to Kathryn Hartmann, executive director, at executivedirector@thetaphialpha.org